

RULES AND BY-LAWS
OF THE
CEDAR FALLS COMMUNITY CENTER
AND
SENIOR SERVICES BOARD

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**CEDAR FALLS COMMUNITY CENTER
AND
SENIOR SERVICES BOARD
CITY OF CEDAR FALLS, IOWA**

I. RULES

The following rules are adopted by the Cedar Falls Community Center and Senior Services Board to set out the powers and responsibilities of the Board, and to provide for the orderly conduct of its business.

A. POWERS AND RESPONSIBILITIES

The Cedar Falls Community Center and Senior Services Board shall have and possess all powers as permitted by the Cedar Falls Code of Ordinances. Cedar Falls Community Center and Senior Services Board shall have and possess the following powers and duties and such other powers as may be incidental thereto or expressly conferred upon it by law:

1. To adopt rules and regulations governing the Board's organization and procedure as may be deemed necessary. All By-Laws, rules and procedures shall be consistent with state, federal, and local statutes and shall be subject to the approval of the Cedar Falls City Council.
2. To recommend to the community center/senior services section of the department of finance and business operations Community Center and Senior Services programs for senior citizens of the City of Cedar falls based on the level of financial support provided by the City Council and other entities.
3. Along with the library director, the director of finance and business operations, and the City Council determine the operations and programming policy for Community Center and senior events which will be administered by the Library Director.
4. To serve as the City's review agency and coordinator of all outside agency and special group requests for City financial support related to senior services.

5. Recommend to the City Council the approval of grants, project or programs when necessary and timely as part of the City's annual budget process for senior services or Community Center improvements.

B. PROCEDURES

1. Meetings. Regular meetings of the Board shall be held at 1:00 pm on the second Wednesday of January, April, July, and October of each year at the Community Center or another designated location. The Chairperson may call special meetings as deemed necessary, and is obligated to do so upon the request of three (3) or more members. Notice of such special meetings, stating the purpose of the meetings, shall be given to each member and the public notice provided at least twenty-four (24) hours prior to time of meetings (as required by Chapter 21 of the Code of Iowa). Meetings of the Board shall be governed by Roberts Rules of Order, Revised. (See Conduct of Meetings).
2. Petitions. Anyone wishing to request for consideration by the Board should do so in writing. The applicant should file same with the Library Director or the Department of Finance and Business Operations staff or Board Chairperson not later than 12 Noon on the last Friday of the month proceeding the month of the regular Board meeting.
3. Referral. The Board shall hear each request and shall indicate to the petitioner any additional information or data that should be supplied in order to aid the Board in reaching a decision. The request shall then be referred to a future board meeting for further consideration and report. Once the referral has been made the Board shall make a careful and deliberate study of the matter, confer with proper City officials, and may hold a meeting to which the petitioner and/or his/her attorney and other Board members are invited.
4. Special Procedure. For requests that appear to require prompt action but are submitted to the Library Director or the Department of Finance and Business Operations following the required Board meeting, the Chairperson of the Board may refer the request to the next Board meeting.

5. Report to the Cedar Falls City Council. Following a meeting of the Board, the Chairperson may, if necessary, prepare a letter to the Mayor and City Council indicating the action of the Board.

C. CONDUCT OF MEETINGS

Meetings of the Board are open to the public and the public is invited to participate. To provide for the orderly conduct of the meeting, the following rules will apply to the discussion:

1. If any questions or subject has earlier been referred, the chair will provide a report.
2. Before any subject is open to debate, it is necessary that a motion be made, that it be seconded and that the motion be stated by the Chairperson.
3. Members of the Board shall be recognized first on any motion. Visitors wishing to speak may so indicate and they will be recognized after members of the Board have been heard. A member of the Board may defer to a visitor and the visitor will be recognized if there is no objection from the Board. With regard to comments from the public, the following will apply.
 - a. Those in favor of a proposal will be heard first and those opposed will be heard last.
 - b. Those speaking before the Board shall refrain from repeating what has been said before and shall not involve personalities or personal criticisms when making statements.
 - c. Those speaking before the Board shall be as factual as possible.
 - d. Those speaking before the Board shall provide the Chairperson their name and address before speaking.
 - e. The Board reserves the right to question any speaker, and the Chairperson reserves the right to limit comments.

II. BY-LAWS

Section 1. The Cedar Falls Community Center and Senior Services Board of the City of Cedar Falls, Iowa, created by Ordinance of the Cedar Falls City Council, is composed of five (5) members, appointed by the Mayor with approval of the City Council. The responsibility of the Board is to make recommendations relative to the programming and operation of the Community Center.

Section 2. Term of Office. The term of office of five (5) Board members shall be three (3) years, and the term of not more than two (2) members will expire in any one (1) year. Any vacancy occurring on the Board shall be filled by appointment of the Mayor, with the approval of the City Council, for the unexpired term. The Cedar Falls Community Center and Senior Services Board may submit names of persons to be considered for such appointment. All members of the Board shall serve without compensation except their actual expenses, which shall be subject to approval by the City Council.

The Northeast Iowa Area Agency on Aging Executive Director and the Library Director shall serve as ex-officio members of the Community Center and Senior Services Board without voting privileges. The agencies listed above may designate representatives.

Section 3. Minimum Qualifications. Minimum qualifications for membership on the Board shall be:

- (A.) At least eighteen (18) years of age.
- (B.) A full-time resident within the corporate City limits of the City of Cedar Falls at least one (1) year prior to the date of appointment.
- (C.) Members shall not hold any elected positions of the City.
- (D.) Members shall be qualified by general knowledge or experience in matters related to senior activities and community social needs.

Section 4. Officers. The Officers shall consist of a Chairperson and a Vice-Chair. The term of office shall be one (1) year and the Chairperson may not serve more than two (2) consecutive terms. Nominations will occur at the July meeting and a vote on officers shall occur. Officers elected shall take office immediately.

The Chairperson shall preside at all meetings of the Board, develop Board agendas, and assist in and expedite the work of the Board. The Chairperson shall also serve on the Executive Committee and as the Liaison to the City of Cedar Falls.

The Vice-Chair shall serve in the absence of the Chairperson. If, for any reason, the Chairperson is unable to fulfill the term of his/her office, the Vice-Chair shall accept the duties of Chairperson. Vice-Chair shall serve on the Executive Committee.

A library staff person will be responsible for posting notices of meetings, taking and distributing minutes of the regular Board meetings and for adequate safekeeping of Board records. This staff person shall act as a non-voting Secretary to the Board.

Section 5. Regular meetings of the Board shall be held as provided in the rules, except that a meeting date may be changed or a meeting canceled by a majority vote of the members present at any duly constituted meeting. The Chairperson may call special meetings as deemed necessary and is obligated to do so upon the request of three (3) or more members. A majority of the Board membership must be present at a meeting to constitute a quorum. The designated staff person shall monitor membership attendance and prepare monthly agenda.

Section 6. The Board may adopt such rules and regulations as it may deem necessary for the conduct of its meetings, for the orderly presentation and processing of requests, or to obtain information upon which to base its decisions. Such rules may be adopted or amended by a two-thirds vote of the full membership of the Board, and may be suspended by a two-thirds vote of the members present at a duly constituted meeting.

Section 7. Assistance. The Board may employ technical assistance as is deemed necessary, subject to budgetary limitations and approval of the City Council. Such assistance may be in the form of secretarial, consultant, financial, or legal services.

Section 8. Amendments. By-Laws may be amended by an affirmative vote of not less than two-thirds of all members of the Board, provided that the text of such amendment shall be presented to each member of the Board at least ten (10) days before the meeting at which a vote on same will be taken.

Section 9. Meeting Attendance. Regular attendance by Board members shall be expected at all regular Board meetings. Excessive absences shall be a basis for the Board Chairperson to recommend to the Mayor that the seat be vacated and reassigned. Excessive absences shall be:

(A.) Failure to attend two (2) or more meetings within a calendar year, or

(B.) Failure to attend two (2) consecutive meetings for which no excuse or explanation is given for the absence.

Rules and By-Laws: *Adopted 2004*

Amended 2019